

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Saint George Office (1862)
377 East Riverside Drive
St. George, UT 84770

Records Officer Linda Bright

14710	Adoption case files
22182	Child and Family Services family case records
14123	Child protective services investigations
18806	Domestic violence shelter treatment records
18527	Provider files

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 14710

3

TITLE: Adoption case files

DATES: 1930-

ARRANGEMENT: Alphabetical by child surname

DESCRIPTION:

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

RETENTION:

Retain 25 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 11/16/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after adoption has been finalized and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based on UCA 78-30-14 (1991), which specifies that adoption records are to be sealed and can only be viewed according to guidelines outlined in UCA 78-30-14 (1991).

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 14710

TITLE: Adoption case files

(continued)

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 22182

3

TITLE: Child and Family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtousy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 09/20/1999

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 22182

TITLE: Child and Family Services family case records

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 14123

3

TITLE: Child protective services investigations

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 06/21/1994

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 14123

TITLE: Child protective services investigations

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-523 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 18806

3

TITLE: Domestic violence shelter treatment records

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/23/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after case closes and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 18806

TITLE: Domestic violence shelter treatment records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 18527

3

TITLE: Provider files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 04/08/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Saint George Office

SERIES: 18527

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private